

1 |  
2  
3  
4  
5  
6  
7  
8 **CONSTITUTION AND BYLAWS**  
9 **OF THE**  
10 **COMMUNITY CHRISTIAN CHURCH**  
11 **(DISCIPLES OF CHRIST)**  
12 **LINCOLNSHIRE, ILLINOIS**  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32

33  
34 **Approved by the General Board 11/12/07**  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47

# CONSTITUTION

## Table of Contents

<b>Article I.</b>	<b>NAME.....</b>	<b>4</b>
<b>Article II.</b>	<b>PURPOSE: VISION AND MISSION .....</b>	<b>4</b>
<b>Article III.</b>	<b>MEMBERSHIP.....</b>	<b>4</b>
Section A	<i>Conditions of Membership.....</i>	4
Section B	<i>Membership Responsibilities.....</i>	4
<b>Article IV.</b>	<b>POLITY .....</b>	<b>5</b>
Section A	<i>Affiliations .....</i>	5
Section B	<i>Government.....</i>	5
<b>Article V.</b>	<b>MINISTER(S) .....</b>	<b>5</b>
<b>Article VI.</b>	<b>CHURCH ORGANIZATION.....</b>	<b>5</b>
Section A	<i>Leaders.....</i>	5
Section B	<i>General Board .....</i>	5
Section C	<i>Board of Elders.....</i>	6
Section D	<i>Board of Trustees.....</i>	6
Section E	<i>Ministries Council .....</i>	6
Section F	<i>Committees .....</i>	6
<b>Article VII.</b>	<b>CONGREGATIONAL MEETINGS.....</b>	<b>6</b>
Section B	<i>Meeting Notification .....</i>	6
<b>Article VIII.</b>	<b>ELECTIONS .....</b>	<b>6</b>
<b>Article IX.</b>	<b>PARLIAMENTARY AUTHORITY.....</b>	<b>7</b>
<b>Article X.</b>	<b>BYLAWS.....</b>	<b>7</b>
<b>Article XI.</b>	<b>STANDARD OPERATING PROCEDURES.....</b>	<b>7</b>
<b>Article XII.</b>	<b>AMENDMENTS.....</b>	<b>7</b>
<b>Article XIII.</b>	<b>ADOPTION.....</b>	<b>7</b>

BYLAWS  
Table of Contents

I.	MINISTER(S).....	8
B.	Selection.....	8
C.	Term of Ministry.....	9
D.	Duties .....	9
II.	CONGREGATIONAL ELECTIONS.....	10
A.	Procedure.....	10
B.	Leadership positions and Terms of Office .....	10
C.	Eligibility .....	10
III.	MEETINGS .....	11
A.	Congregational .....	11
B.	Other Regularly Scheduled Meetings .....	12
IV.	MINISTRIES COUNCIL .....	12
A.	Membership.....	12
B.	Meetings.....	12
C.	Duties .....	12
V.	THE GENERAL BOARD .....	12
A.	Membership.....	13
B.	Meetings.....	13
C.	Leaders .....	13
VI.	RESPONSIBILITIES AND DUTIES OF CHURCH LEADERS .....	13
A.	Board of Elders.....	14
B.	Board of Trustees.....	14
C.	Financial Secretary.....	14
D.	Standing Committee Chairs or Co-Chairs.....	15
E.	Treasurer.....	16
VII.	STANDING COMMITTEES .....	16
A.	Christian Education Committee.....	16
B.	Communications Committee .....	16
C.	Community Christian Church Men .....	16

1	D.	<i>Community Christian Church Women</i> .....	17
2	E.	<i>Congregational Care Committee</i> .....	17
3	F.	<i>Fellowship Committee</i> .....	17
4	G.	<i>Finance Committee</i> .....	17
5	H.	<i>Human Resources Committee</i> .....	17
6	I.	<i>Membership Development Committee</i> .....	18
7	J.	<i>Nominating Committee</i> .....	18
8	K.	<i>Outreach Committee</i> .....	18
9	L.	<i>Property Committee</i> .....	18
10	M.	<i>Stewardship Committee</i> .....	19
11	N.	<i>Worship Committee</i> .....	19
12	<b>VIII.</b>	<b>SPECIAL COMMITTEES</b> .....	<b>19</b>
13	<b>IX.</b>	<b>EMPLOYMENT OF STAFF</b> .....	<b>19</b>
14	<b>X.</b>	<b>AMENDMENTS</b> .....	<b>19</b>
15			

# 1 CONSTITUTION

## 2 PREAMBLE

3 We, the members of the Community Christian Church (Disciples of Christ) of  
4 Lincolnshire, Illinois, in faithful response to the will and purposes of God as  
5 revealed through Jesus Christ, God's Holy Word, and God's continuing revelation  
6 in the world, do hereby adopt this Constitution and Bylaws, effective <<**Effective**  
7 **Date**>>. This Constitution and Bylaws supersedes all previous Constitutions and  
8 Bylaws.

## 9 Article I. NAME

10 The name of this church shall be Community Christian Church (Disciples of  
11 Christ), Lincolnshire, Illinois.

## 12 Article II. PURPOSE: VISION AND MISSION

### 13 Vision

14 To be a thriving congregation that changes lives through Christ.

### 15 Mission

16 We are called to:

17 Welcome people into a loving and caring church family

18 Equip people with a Christ-centered faith that works in real life

19 Share God's love for us through compassionate service to others

20 We are called to be Community...Christian...Church.

## 21 Article III. MEMBERSHIP

### 22 **Section A Conditions of Membership**

23 The membership of this congregation shall consist of the following: those who are  
24 now members of the congregation; those who shall unite with it by confession of  
25 faith in Jesus Christ as Lord and Savior, giving expression of their faith through  
26 baptism and commitment to Him; and those who unite by transfer of membership,  
27 thereby reaffirming their faith and commitment to Christ.

### 28 **Section B Membership Responsibilities**

29 Members are expected to participate in the total life and work of the church,  
30 including worship, education, and fellowship experiences; to support its ministries  
31 both financially and by sharing time and talents; and to seek diligently the spiritual  
32 welfare of the membership and the community.

1 **Article IV. POLITY**

2 **Section A Affiliations**

3 This church is a part of the denomination known as the Christian Church (Disciples  
4 of Christ). It actively supports the following:

- 5 1. The General Assembly of Christian Churches (Disciples of Christ),
- 6 2. The Christian Church in Illinois and Wisconsin, and
- 7 3. Their associated agencies.

8 **Section B Government**

9 This church shall be totally self-governing and operate within the scope of its  
10 Vision and Mission statement. The execution of the government shall be vested in  
11 the members operating within the Constitution, Bylaws, and Standard Operating  
12 Procedures.

13 **Article V. MINISTER(S)**

14 The minister(s) shall serve as the spiritual leader(s) of the church, providing  
15 support to the congregation in general and to individuals in particular. The  
16 minister(s) shall be seminary trained and ordained. The minister(s) shall become a  
17 member(s) of the church. The minister(s) may participate in denominational,  
18 educational and community activities in order to further the broader purposes of  
19 the church. Specific responsibilities and titles shall be as set forth in the Bylaws.

20 **Article VI. CHURCH ORGANIZATION**

21 **Section A Leaders**

22 The congregation shall elect the following Leaders from its members: Chair,  
23 Vice-Chair, and Recording Secretary of the General Board, Elders, Trustees,  
24 Treasurer, Financial Secretary, and Chairs or Co-Chairs of all standing  
25 committees.

26 **Section B General Board**

27 The General Board shall be responsible to the congregation and have authority to  
28 act on behalf of the congregation when it is not in a congregational meeting. The  
29 General Board shall be responsible for conducting all legal and business matters  
30 of the congregation and shall function and carry out such other responsibilities as  
31 may be defined in the Bylaws.

32 The General Board shall direct the Trustees in matters involving conveyances,  
33 mortgages, leases, or any other matters involving church property or assets. Any  
34 sale or mortgage of real estate owned by the church shall be approved at a  
35 congregational meeting.

36 The General Board shall be composed of members as set forth in the Bylaws and  
37 for terms of office therein stated.

1       **Section C    Board of Elders**

2       The Board of Elders is concerned with the spiritual welfare of the congregation and  
3       the minister(s). Elders shall provide spiritual leadership and give particular support  
4       to the minister(s). The qualifications, election, and responsibilities of the Board of  
5       Elders shall be as set forth in the Bylaws.

6       **Section D    Board of Trustees**

7       The Board of Trustees is concerned with the legal and business involvements of  
8       the church and shall make conveyances, mortgages, and leases or take any other  
9       action directed by the General Board relating to church property or physical  
10      assets. The Board of Trustees, under the direction of the General Board, shall  
11      perform such other duties as may be required of trustees under the laws of Illinois.  
12      The qualifications, election, and responsibilities of the Board of Trustees shall be  
13      as set forth in the Bylaws.

14      **Section E    Ministries Council**

15      The congregation shall have a Ministries Council that shall be responsible for  
16      developing a coordinated program of ministries and generally assisting the  
17      minister(s) in administering the same. The responsibilities and membership of the  
18      Ministries Council shall be set forth in the Bylaws.

19      **Section F    Committees**

20      As necessary for the conduct of the work of the congregation as set forth in the  
21      Bylaws, the General Board shall establish standing committees through Bylaw  
22      amendments and may establish special committees and other organizations of a  
23      temporary nature.

24      **Article VII.   CONGREGATIONAL MEETINGS**

25      **Section A    Regular Meetings**

26      The church program year shall be from July 1 through June 30. The church fiscal  
27      year shall be from January 1 through December 31. A congregational meeting  
28      shall be held prior to July 1 for the primary purpose of electing leaders, and a  
29      second congregation meeting shall be held prior to January 1 for the primary  
30      purpose of approving an operating budget. These congregation meetings shall be  
31      held at such times as may be set forth in notification to the membership in  
32      accordance with procedures set forth in the Bylaws.

33  
34      **Section B    Meeting Notification**

35      Notice of all congregational meetings shall be given to members as specified in  
36      the Bylaws.

37      **Article VIII.  ELECTIONS**

38      Election of church leaders shall be conducted at the mid-year congregational  
39      meeting. The manner of election and the duties and terms of leaders shall be as  
40      set forth in the Bylaws.

1 **Article IX. PARLIAMENTARY AUTHORITY**

2 The latest revision of *Robert's Rules of Order* shall govern all congregational  
3 meetings and meetings of the General Board except as might otherwise be  
4 designated in this Constitution and Bylaws.

5 **Article X. BYLAWS**

6 It is expected that the General Board and the congregation will adopt Bylaws to  
7 implement provisions of this Constitution.

8 **Article XI. STANDARD OPERATING PROCEDURES**

9 It is expected that the General Board will adopt Standard Operating Procedures to  
10 implement provisions of the Bylaws.

11 **Article XII. AMENDMENTS**

12 This Constitution may be amended by a two-thirds vote of the members present  
13 and voting on the amendment(s) at any meeting of the congregation provided the  
14 proposed amendment(s) have been approved by a simple majority of the General  
15 Board, and provided the proposed amendment(s) has (have) been presented to  
16 the congregation in writing at least two weeks prior to the meeting called according  
17 to provisions set forth in the Bylaws.

18 **Article XIII. ADOPTION**

19 This Constitution and Bylaws shall become adopted upon approval of the  
20 congregation by a two-thirds vote of the members present and voting on the  
21 Constitution and Bylaws at a meeting duly called for such purpose, provided that it  
22 has previously been approved by a simple majority of the General Board.



1     **BYLAWS**

2     **I. MINISTER(S)**

3         **A. Categories**

4             **1. Senior Minister**

5             The senior minister shall be the spiritual leader of the congregation. In  
6             cooperation with the Board of Elders and the General Board, he/she shall  
7             encourage orderly procedures in the life and work of the congregation in  
8             compliance with the Constitution, Bylaws and Standard Operating  
9             Procedures.

10            **2. Interim Senior Minister**

11            In the absence of a senior minister, an interim senior minister may be called  
12            by the church. He/she shall function in every respect as the senior minister  
13            during his/her tenure and shall facilitate the transition to the next senior  
14            minister. He/she shall not be required to become a member of the church  
15            and shall not be eligible to become the senior minister.

16            **3. Associate Minister(s)**

17            Associate minister(s) may be called with the concurrence of the senior  
18            minister. He/she shall report to and be supervised by the senior minister.

19            **4. Minister Emeritus**

20            The General Board may designate a retired minister as minister emeritus in  
21            recognition of his/her distinguished service to the congregation.

22         **B. Selection**

23             **1. Minister (Senior, Associate, or Interim)**

24             When the need arises for the calling of a senior, associate, or interim  
25             minister a Pulpit Committee shall be formed composed of five members.  
26             With the approval of the General Board, the chair of the General Board  
27             shall appoint two members from the General Board. Three shall be elected  
28             from the church membership at a congregational meeting. At its first  
29             meeting the Pulpit Committee shall elect a chair. The committee shall seek  
30             counsel from the regional minister and may seek counsel from others as  
31             they deem necessary.

32             After an interim minister is secured, the same Pulpit Committee shall  
33             function to secure a senior minister.

34             In the case of calling a senior, associate, or interim minister, the committee  
35             shall recommend one candidate to the General Board. Following a  
36             two-thirds vote of approval by the General Board, the nominee shall be  
37             presented to the congregation. Following a two-thirds vote of approval of  
38             the members present and voting at a meeting of the congregation, the call  
39             shall be extended.

1 If the call is approved for a minister, the terms of the call shall be set forth in  
2 writing in triplicate by the chair of the General Board in consultation with the  
3 Human Resources Committee and the Board of Trustees: one copy for the  
4 candidate, one for the Pulpit Committee, and one for the permanent file. If a  
5 call fails, the Pulpit Committee shall select another candidate.

## 6 C. Term of Ministry

### 7 1. Senior/Associate Minister

8 The term of a senior/associate minister's calling to Community Christian  
9 Church shall be for an indefinite period of time and may be terminated by  
10 either the senior/associate minister or the congregation upon at least 60  
11 days written notice or such other period as may be mutually agreed upon by  
12 the parties.

13 The congregation may terminate a senior/associate minister's tenure only  
14 by means of a vote to do so held under the following conditions:

- 15 a. A majority vote of the General Board that the question be included as  
16 an agenda item at a congregational meeting, such meeting being  
17 called in accordance with the provisions of the Constitution and  
18 Bylaws. Said congregational meeting shall be called within 45 days  
19 of the vote by the General Board.
- 20 b. The congregational vote shall be by secret ballot.
- 21 c. A majority vote of the members present and voting will be required to  
22 carry a motion to terminate.

### 23 2. Interim Minister

24 The term of the interim minister's calling shall be for a specific period of  
25 time not to exceed two years but shall be subject to renewal and may be  
26 terminated by either the interim minister or the General Board upon at least  
27 60 days written notice or such other period as may be mutually agreed  
28 upon by the parties.

29 The General Board may terminate an interim minister's tenure by two-thirds  
30 vote.

## 31 D. Duties

### 32 1. Duties of the senior minister or interim minister (both referred to below as 33 the minister) shall be as follows:

- 34 a. The minister shall perform ministerial activities such as preaching,  
35 teaching, Bible study, pastoral visitation, serving communion and  
36 conducting weddings, funerals, memorials, baptisms, and baby  
37 dedications.
- 38 b. The minister shall give special attention to the selection and training  
39 of the congregation's leaders, and any associate minister(s).
- 40 c. The minister is responsible for the supervision of all staff.

2. The minister shall be an ex-officio member without vote of all church organizations. The minister may delegate or extend his/her ex-officio status to any associate minister.

## II. CONGREGATIONAL ELECTIONS

### A. Procedure

At the mid-year congregational meeting the congregation shall elect leaders. Only members of the church are eligible to vote. If voting is done by ballot, ballots will be distributed, collected, and counted by tellers appointed by the chair of the General Board, who will announce the results at the meeting and see that the results of the election are posted in the public areas of the church within 15 days.

### B. Leadership Positions and Terms of Office

1. At the annual ministries meeting the congregation shall elect leaders for terms as shown below:
  - a. Chair of the General Board - one-year term.
  - b. Vice-chair of the General Board - one-year term.
  - c. Recording secretary of the General Board – one-year term.
  - d. Elders (one for every 30 members or major fraction thereof, with a minimum of 4) - three-year term.
  - e. Trustees (one for every 100 members or major fraction thereof, with a minimum of 3) - three-year term.
  - f. Treasurer - one-year term.
  - g. Financial Secretary - one-year term.
  - h. Chairs or co-chairs of all standing committees - one-year term.
2. Terms of office are based upon the July 1 through June 30 program year.
3. Outgoing leaders shall continue in an advisory capacity for two months beyond the end of their term to assist their respective successors in effecting a smooth transition of work. The new leader is the responsible person.

### C. Eligibility

1. Candidates must be members of the congregation.
2. Members are eligible to serve five consecutive years in any combination of leadership positions, after which the member must take a one-year sabbatical. To be eligible for a multi-year term, the candidate must be able to complete the whole term of service, as defined in Section II.B.1., without exceeding his or her five consecutive years of eligible leadership service.

3. The chair of the General Board, with the approval of the General Board, shall have the right to appoint an eligible person to fill any unexpired term of any elected Leader if that position is or becomes vacant.
4. For the purpose of calculating a year of service a leader who has served more than half a year is considered to have served a full year. One who has served half a year or less is not considered to have served a year.

### III. MEETINGS

#### A. Congregational

##### 1. Procedure for Calling

Meetings of the congregation may be held at any time by virtue of the following conditions:

- a. Regular congregational meetings to be held in June for the election of church leaders and in December for the approval of a budget for the fiscal year.
- b. A call by the chair of the General Board at the direction of the General Board, such meeting to be held within 45 days of the General Board's vote to call a meeting.
- c. A call by the chair of the General Board upon receipt by the General Board, at a regularly scheduled General Board meeting, of a petition to meet signed by 1/3 of the members of the congregation, such congregational meeting to be held within 45 days of receipt of the petition.

##### 2. Procedure for Notification

Notification of each congregational meeting and of the agenda of all items of business shall be made through a church mailing. Such notification shall be postmarked at least 10 days, but not more than 30 days, prior to the meeting.

Items that are not published in the agenda may not be addressed at a meeting of the congregation except for a motion to call another meeting.

##### 3. Quorum

A quorum shall consist of the larger of the following:

- a. Thirty members of the church
- b. Ten percent of the membership of the church rounded to the nearest whole number.

If there are fewer than 37 members, a quorum will be 80% of the membership rounded to the nearest whole number.

1 B. Other Regularly Scheduled Meetings

2 Other regularly scheduled meetings, such as General Board meetings,  
3 committee meetings, etc., shall be open to members and friends of the  
4 congregation. However, the members of the board or committee may vote to  
5 go into executive session to discuss items of a confidential nature.

6 IV. MINISTRIES COUNCIL

7 A. Membership

8 The Ministries Council shall include the minister(s), the vice-chair of the  
9 General Board, and the chairs or one of the co-chairs of the following  
10 standing committees:

- 11 1. Christian Education
- 12 2. Communications
- 13 3. Community Christian Church Men
- 14 4. Community Christian Church Women
- 15 5. Congregational Care
- 16 6. Fellowship
- 17 7. Human Resources
- 18 8. Membership Development
- 19 9. Outreach
- 20 10. Property
- 21 11. Stewardship
- 22 12. Worship

23 The Ministries Council shall be responsible to the General Board. The  
24 Vice-Chair of the General Board is the Chair of the Ministries Council.

25 B. Meetings

26 The Ministries Council shall meet at least quarterly.

27 C. Duties

- 28 1. In partnership with the minister(s), the Ministries Council shall develop and  
29 coordinate the activities and programs of the congregation. The Ministries  
30 Council shall report its overall plans to the General Board for review.
- 31 2. Proposed new programs and ministries that do not naturally fall under  
32 current standing committees shall be presented to the Ministries Council for  
33 approval, support, and coordination.

34 V. THE GENERAL BOARD

35 When the congregation is not in a congregational meeting, the General Board  
36 shall be the governing body of the church. It shall be responsible for setting the

1 overall direction of the church within the framework of the Vision and Mission of  
2 the church. The General Board supports the work of the church's boards,  
3 councils, and committees.

#### 4 A. Membership

5 The General Board shall consist of the following:

- 6 1. The chair of the General Board
- 7 2. The vice-chair of the General Board
- 8 3. The recording secretary of the General Board
- 9 4. The Board of Elders - two (2) representatives
- 10 5. At-large - two (2) representatives
- 11 6. The Board of Trustees - one (1) representative
- 12 7. The Ministries Council - three (3) representatives
- 13 8. The Finance Committee - one (1) representative

14 No individual may have more than one General Board position.

#### 15 B. Meetings

- 16 1. The General Board shall meet at least six times a year. A quorum shall  
17 consist of 75% (rounded to the nearest whole person) of the members of  
18 the General Board and each member shall have one vote.
- 19 2. The Board of Elders, the Board of Trustees, the Ministries Council, and the  
20 Finance Committee shall meet separately before the first General Board  
21 meeting of the program year to elect their representative(s) to the General  
22 Board.
- 23 3. Electronic meetings may be held.

#### 24 C. Leaders

- 25 1. Duties of chair of the General Board: Call and preside at all regular or  
26 special meetings of the General Board and of the congregation; appoint, in  
27 conjunction with the senior minister and with the approval of the General  
28 Board, all support positions defined in the Standard Operating Procedures  
29 and when necessary a parliamentarian; and serve as a member ex-officio  
30 without vote on all church organizations.
- 31 2. Duties of the vice-chair of the General Board: Assume the duties of the  
32 chair in his/her absence; and serve as a member of the Finance Committee  
33 and as the chair of the Ministries Council.
- 34 3. Duties of the recording secretary of the General Board: Take, publish, and  
35 keep minutes of all meetings of the General Board; receive written reports  
36 submitted to the General Board and add them to the permanent file; and be  
37 responsible for maintaining the official records of the church.

### 38 VI. RESPONSIBILITIES AND DUTIES OF CHURCH LEADERS

1       A. Board of Elders

- 2       1. The primary responsibility of the Board of Elders is the spiritual life and  
3       development of the congregation. The elders shall assist and share with the  
4       minister(s) in the conduct of his/her (their) pastoral functions and provide  
5       continuing support and counsel for the minister(s).  
6       2. The duties of the Board of Elders shall consist of the following:  
7       a. Prior to the first General Board meeting of the program year the  
8       Board of Elders shall meet and do the following:  
9       i. Elect its chair or co-chairs for the year and  
10       ii. Elect its representatives to serve on the General Board.  
11       b. Preside at the Communion Table with a minister or in his/her  
12       absence.  
13       3. These and other duties of the Board of Elders are detailed in the Standard  
14       Operating Procedures.

15       B. Board of Trustees

- 16       1. The primary responsibility of the Board of Trustees is managing the  
17       contractual and legal matters of the church.  
18       2. The duties of the Board of Trustees shall consist of the following:  
19       a. Prior to the first General Board meeting of the program year the  
20       Board of Trustees shall do the following:  
21       i. Elect its chair or co-chairs for the year  
22       ii. Elect its representative to serve on the General Board.  
23       b. Exercise all statutory powers and duties with respect to the church  
24       property and secular business matters, but have no power to buy,  
25       sell, or mortgage real estate without specific authority by vote of the  
26       congregation.  
27       c. Have the processes and procedures of the treasurer and financial  
28       secretary reviewed at least annually and reporting the review to the  
29       General Board.  
30       d. Maintain adequate insurance on real and personal property as  
31       approved by the General Board.  
32       e. The Chair or one of the Co-Chairs of the Trustees shall serve on the  
33       Finance Committee.  
34       f. Maintain all official documents, contracts and leases in a permanent  
35       and secure file.  
36       3. These and other duties of the Board of Trustees are detailed in the  
37       Standard Operating Procedures.

38       C. Financial Secretary

1. The primary responsibility of the financial secretary is the receiving, recording, and handling of all income contributed to or earned by the church.
2. The financial secretary may have an assistant. The assistant is appointed for the program year by the chair of the General Board with the concurrence of the financial secretary, the senior minister, and the approval of the General Board. The assistant will assist the financial secretary in all aspects of his or her duties and responsibilities including attending meetings. The assistant may not serve more than five consecutive years.
3. The financial secretary shall serve as a member of the Finance Committee.
4. Maintaining Confidentiality
  - a. The knowledge of who does and does not pledge to the church and the amounts of such pledges shall be known only to the financial secretary and the assistant.
  - b. The knowledge of how much someone gives annually, pledged or not, shall be kept in confidence by the financial secretary, the assistant, and any external auditor.
  - c. Confidentiality regarding other gifts shall be treated in accordance with the donors' wishes.
5. These and other duties of the financial secretary are detailed in the Standard Operating Procedures.

#### D. Standing Committee Chairs or Co-Chairs

1. It is the responsibility of standing committee chairs and co-chairs to provide leadership in carrying out the Vision and Mission of the church through the work of their committees.
2. Once the Standard Operating Procedures are developed, all standing committees shall recommend to the General Board for approval any necessary changes to their existing procedures.
3. Duties and responsibilities of all standing committee chairs and co-chairs shall consist of the following:
  - a. Serve as members of the Ministries Council if provided for in the Bylaws.
  - b. Staff the committee with a balance of experienced and inexperienced members and friends of Community Christian Church.
  - c. Meet with their committees to plan and execute programs consistent with their committee's purposes and specific responsibilities as defined in the Bylaws and current Standard Operating Procedures.
  - d. Submit an annual budget proposal in a timely manner.
  - e. Plan and manage committee expenses in accordance with established Standard Operating Procedures.



- 1 f. Submit long-range capital projects to the General Board.
- 2 g. Provide reports to the General Board and the Ministries Council as
- 3 requested.
- 4 h. Attend General Board and/or Ministries Council meetings if a
- 5 member.
- 6 4. These and other duties of the standing committee chairs and co-chairs are
- 7 detailed in the Standard Operating Procedures.
- 8 E. Treasurer
- 9 1. The primary responsibility of the treasurer is the dispersal of church funds
- 10 according to the authority designated by the General Board.
- 11 2. The treasurer shall serve in the following capacities:
- 12 a. A member of the Finance Committee.
- 13 b. An *ex-officio* member without vote of the Board of Trustees.
- 14 3. These and other duties of the treasurer are detailed in the Standard
- 15 Operating Procedures.

## 16 VII. STANDING COMMITTEES

17 Standing Committees are charged with the continuing operation of the  
18 church. Standing committee chairs and co-chairs are elected by the  
19 congregation at the mid-year congregational meeting.

### 20 A. Christian Education Committee

- 21 1. The purpose of the Christian Education Committee is to develop an
- 22 effective program of Christian education for the congregation.
- 23 2. The chair or one of the co-chairs will serve on the Ministries Council.
- 24 3. These and other duties of the committee are detailed in the Standard
- 25 Operating Procedures.

### 26 B. Communications Committee

- 27 1. The purpose of the Communications Committee is to keep the ministries
- 28 and programs of the church before the congregation and community in
- 29 informative and effective ways.
- 30 2. The chair or one of the co-chairs will serve on the Ministries Council.
- 31 3. These and other duties of the committee are detailed in the Standard
- 32 Operating Procedures.

### 33 C. Community Christian Church Men

- 34 1. The purpose of the Community Christian Church Men Committee is to
- 35 promote and maintain a fellowship among the men of the congregation.
- 36 2. The chair or one of the co-chairs will serve on the Ministries Council.

- 1           3. These and other duties of the committee are detailed in the Standard
- 2           Operating Procedures.

3       D. Community Christian Church Women

- 4           1. The purpose of the Community Christian Church Women Committee is to
- 5           promote and maintain a fellowship among the women of the congregation.
- 6           2. The chair or one of the co-chairs will serve on the Ministries Council.
- 7           3. These and other duties of the committee are detailed in the Standard
- 8           Operating Procedures.

9       E. Congregational Care Committee

- 10          1. The purpose of the Congregational Care Committee is to provide
- 11          assistance and care to members and friends of the congregation.
- 12          2. The chair or one of the co-chairs will serve on the Ministries Council.
- 13          3. These and other duties of the committee are detailed in the Standard
- 14          Operating Procedures.

15      F. Fellowship Committee

- 16          1. The purpose of the Fellowship Committee is to provide opportunities to the
- 17          congregation for informal, congenial, social interaction in order to
- 18          strengthen the community in Christian love.
- 19          2. The chair or one of the co-chairs will serve on the Ministries Council.
- 20          3. These and other duties of the committee are detailed in the Standard
- 21          Operating Procedures.

22      G. Finance Committee

- 23          1. The purpose of the Finance Committee is to do the following:
- 24              a. Manage and safeguard the financial resources of the church;
- 25              b. Report the financial status of the church to the General Board and
- 26              the congregation on a regular basis.
- 27              c. Prepare an annual budget for the approval by the General Board and
- 28              the congregation.
- 29          2. The membership of the Finance Committee shall include the following
- 30          leaders of the church: chair or co-chairs of the Finance Committee,
- 31          vice-chair of the General Board, chair or one of the co-chairs of the Board
- 32          of Trustees, the financial secretary, and the treasurer.
- 33          3. These and other duties of the committee are detailed in the Standard
- 34          Operating Procedures.

35      H. Human Resources Committee

- 36          1. The purpose of the Human Resources Committee is to serve the church in
- 37          a consulting capacity regarding employment and development of staff.

- 1           2. The chair or one of the co-chairs will serve on the Ministries Council.
- 2           3. These and other duties of the committee are detailed in the Standard
- 3           Operating Procedures.
- 4       I. Membership Development Committee
- 5           1. The purpose of the Membership Development Committee is to encourage
- 6           church membership and, in cooperation with the minister(s), to welcome
- 7           new members and integrate them into the fellowship of the church.
- 8           2. The chair or one of the co-chairs will serve on the Ministries Council.
- 9           3. These and other duties of the committee are detailed in the Standard
- 10          Operating Procedures.
- 11       J. Nominating Committee
- 12           1. The purpose of the Nominating Committee is to recruit qualified members of
- 13           the church who commit to serve in leadership positions. The Nominating
- 14           Committee shall also nominate six members of the church to serve on the
- 15           following year's Nominating Committee.
- 16           2. Members of this committee shall not be eligible for reelection to the
- 17           Nominating Committee until one year following the completion of his/her
- 18           term of service on this committee.
- 19           3. The duties of the committee shall consist of the following:
- 20               a. Designate one of its members as chair of the committee.
- 21               b. Submit a slate of nominees to the General Board for its approval in a
- 22               timely manner.
- 23               c. Present the slate of nominees approved by the General Board to the
- 24               congregation following appropriate congregational notification.
- 25           4. These and other duties of the committee are detailed in the Standard
- 26           Operating Procedures.
- 27       K. Outreach Committee
- 28           1. The purpose of the Outreach Committee is to recognize and serve human
- 29           needs in the community and the world. The committee shall enlist support
- 30           from the congregation for the church universal at various denominational
- 31           and ecumenical levels.
- 32           2. The chair or one of the co-chairs will serve on the Ministries Council.
- 33           3. These and other duties of the committee are detailed in the Standard
- 34           Operating Procedures.
- 35       L. Property Committee
- 36           1. The purpose of the Property Committee is to recognize the material and
- 37           financial needs of the building and grounds on both an annual and
- 38           long-range basis and to supervise maintenance and repair of the property.

2. The chair or one of the co-chairs will serve on the Ministries Council.
3. These and other duties of the committee are detailed in the Standard Operating Procedures.

#### M. Stewardship Committee

1. The purpose of the Stewardship Committee is to encourage within the church community a personal commitment of service and financial resources.
2. The chair or one of the co-chairs will serve on the Ministries Council.
3. These and other duties of the committee are detailed in the Standard Operating Procedures.

#### N. Worship Committee

1. The purpose of the Worship Committee is to assist the minister(s) in establishing a spirit of worship in worship services through appropriate programming of music, liturgy, preaching, and seasonal décor.
2. The chair or one of the co-chairs will serve on the Ministries Council.
3. These and other duties of the committee are detailed in the Standard Operating Procedures.

### VIII. SPECIAL COMMITTEES

The chair of the General Board may, with the concurrence of the senior minister and the approval of the General Board, create special committees. These committees will have their purpose, membership, reporting, and time constraints defined as part of the approval process. A special committee shall exist only until it has fulfilled its specific purpose or until the chair of the General Board with the approval of the General Board deems it appropriate to dissolve the committee. Fulfillment of its purpose shall be determined by the formal acceptance of the final report of the special committee by the General Board. Examples of special committees are Minister Orientation Committee, Constitution Committee, Long Range Planning Committee, Architectural Review Committee, Memorial Committee, and Capital Campaign Committee.

### IX. EMPLOYMENT OF STAFF

Employees, except for those otherwise provided for in the Bylaws, shall be hired by the General Board upon recommendation of the appropriate church organization and the senior minister.

Other employment procedures are detailed in the Standard Operating Procedures.

Involuntary termination of any employee other than the minister(s) must be approved by the General Board.

### X. AMENDMENTS

1 These Bylaws may be amended by a two-thirds vote of the members present  
2 and voting on the amendment(s) at any meeting of the congregation provided  
3 the proposed amendment(s) have been approved by a simple majority of the  
4 General Board, and provided the proposed amendment(s) has (have) been  
5 presented to the congregation in writing at least two weeks prior to the meeting  
6 called according to provisions set forth in the Bylaws.  
7

8 The Standard Operating Procedures may be amended by a majority vote of  
9 those General Board members attending a General Board meeting.  
10